

CAPTAINS: MUST KNOW

1. Register your team(s) between Monday, February 17 and Monday, March 16, 2020.
2. You may only use the **Official Miles for Wellness Challenge 21: The Trail to Go Green Captains Spreadsheet** for reporting steps for this competition.
3. Captains Spreadsheets contain two pages:
 - a.) Team roster - for entering your team members' contact information; and
 - b.) Captains Tracking - for reporting team step totals.
4. The only way to add team member names to the Captains Spreadsheet is through the Team Roster Tab. The only thing that CAN be typed onto the Captains Tracking Sheet (gray tab) are the weekly step totals of your team members.
5. You may add or substitute team members on the Team Roster before Week 2 reporting. After that first report is submitted, all teams remain the same for the duration of the competition. You can't make any new additions or substitutions. However, you can remove members throughout the entirety of the challenge.
6. You are responsible for collecting and keeping the signed Liability Waiver forms from all team members. Also, at the end of the challenge, captains must gather and keep all Participant Spreadsheets until the official announcement of winners.
7. You must advise team members who use conversions to remove their tracking device while performing the activity for which a conversion will be used, in order to avoid "double-dipping".
8. You should encourage your team members throughout the competition and lead by example.
9. Unfortunately, the Office of State Human Resources does not have pedometers to give out to participants.
10. You will receive the link to report step totals via an email from Milesforwellness@nc.gov
11. You are responsible for recording your Team Total Steps on or before the dates below (also listed at the bottom of the Captains Spreadsheet):
 - a.) Weeks 1 and 2 (**GREEN BOX #**) is due by Wednesday, APRIL 1ST.
 - b.) Weeks 1 - Week 4 (**GREEN BOX #**) is due by Wednesday, APRIL 15TH.
 - c.) Weeks 1 - Week 6 (**GREEN BOX #**) is due by Wednesday, APRIL 29TH.
 - d.) **Weeks 1 - Week 8 (GREEN BOX #)** is due by **FRIDAY, MAY 15TH.**

FINAL STEPS MUST BE REPORTED BY MAY 15TH.

Registration takes place starting February 17 through March 16 at:

<https://oshr.nc.gov/miles-4-wellness-home>

After registration, captains will receive an electronic REPORTING LINK.

******Winners will be announced to captains via email on or before Friday, May 22nd!**

Final team step submissions received after the May 15th deadline will not be eligible to win.